CREATING Jing video TUTORIALS

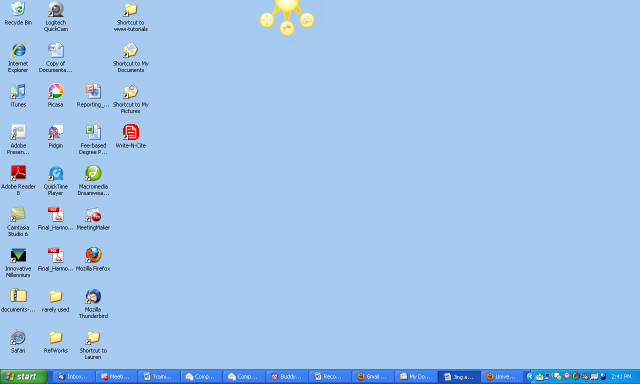
a step-by-step Guide for PC and Mac users  
Prepared by: *Stephanie Earls, Verletta Kern (*[*vkern@u.washington.edu*](mailto:vkern@u.washington.edu)*), & Lauren Ray (*[*olray@u.washington.edu*](mailto:olray@u.washington.edu)*)*

# wHAT YOU’LL NEED

* Jing software <http://www.jingproject.com/>
* Optional Camtasia software   
  *If you would like to use Camtasia Studio, let Verletta know and she will assist you with this software.*

# Downloading screencast software

1. To download Jing, visit <http://jingproject.com> and click on the Windows or Mac download buttons.
2. When you download Jing, you will be asked to enter your email address and create a password. When you download Jing, you will also create a free Screencast.com account. Screencast.com provides a free space to upload, store and share your videos. After downloading Jing, visit <http://www.screencast.com/> and sign in to your account with the same username and password you created with Jing.
3. Once you have downloaded Jing, the Jing Sun Launcher will appear at the edge (usually top) of your computer screen. Anytime you want to record something on your screen, access old screencaptures you have made, or change your settings, you will use the Sun Launcher. Jing will automatically open when you start your computer. You may change this default setting by going into settings. If you need additional help with this process, visit the Jing Help site to find short video tutorials on each feature within Jing (<http://help.jingproject.com/>).



# Preparing to record your tutorial

1. Consider what content you would like to cover in the tutorial, and create a goal. Are you trying to get students and faculty in your department to use a particular database more often? Do you want to share a useful, time-saving trick? Consider the primary goal of the tutorial, and focus on explaining this one thing in a tutorial that is no more than 3 minutes long (preferably 2 minutes or less). This may seem impossible, but keep in mind that you are simply trying to get across basic information that will promote and teach the basics of a tool. Imagine that you have only a few minutes at the reference desk to explain a resource to a student who is eager to learn and curious about the best way of solving a problem. You don’t think about showing off all of the “bells and whistles” of a database. Most people don’t want to view a screencast video for longer than 2 minutes without being able to interact themselves for longer than 2 minutes.
2. You may want to create an outline, or script, of what you would like to say. Jumping in and creating a practice a screencast may help you figure out what you would like to say and demonstrate. You may want to write out what you will say word-for-word.
3. For examples of scripts created for other tutorials, visit this link:

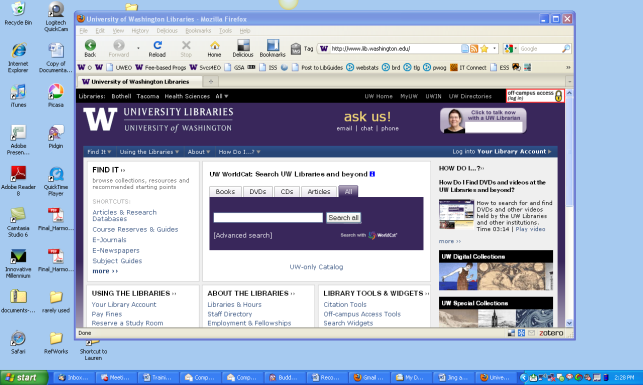
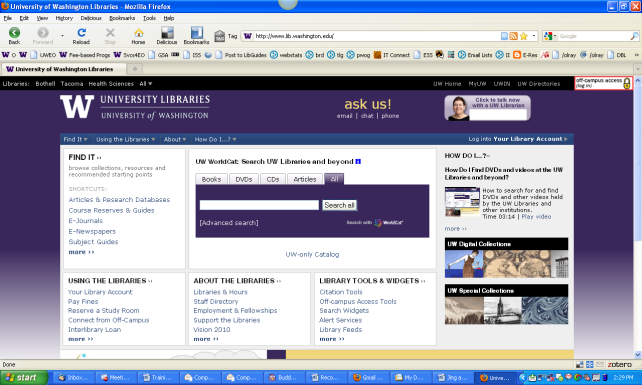
[\\Files\shareddocs\PublicServices\Reference\TechSmith Screencasts\Script examples](file:///\\Files\shareddocs\PublicServices\Reference\TechSmith%20Screencasts\Script%20examples)

# Start your screencapture

1. Open the browser window that you would like to record. Make sure that this doesn’t take up the entire screen, and you are able to drag the edge of the browser to change its size on your screen.

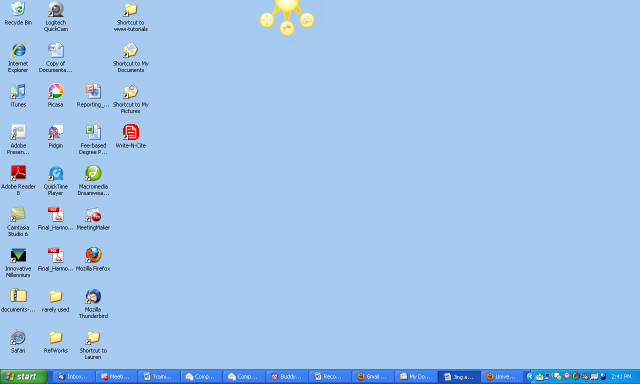
NOT THIS:

THIS:

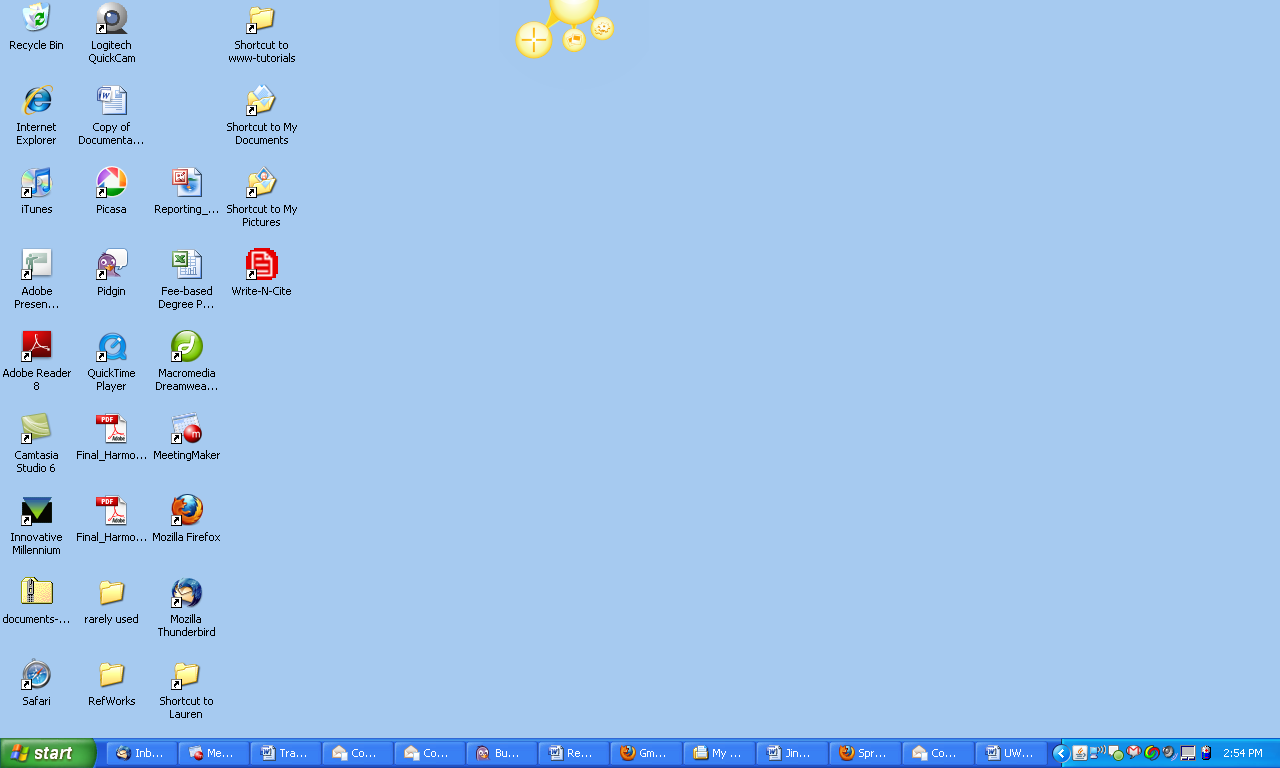
 

1. Make sure that Jing is open. It may open automatically when you start your computer or you may need to open it by clicking on Start – Programs – TechSmith-Jing (on a PC) or Finder – Applications – Jing (on a Mac). You should then see the Sun Launcher at the edge of your screen (usually at the top on a PC and in the upper right on a Mac).

PC

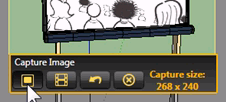
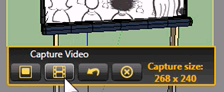


1. Click the **Capture Ray** (ray on the far left with crosshairs) on the Sun Launcher to make a screencapture:

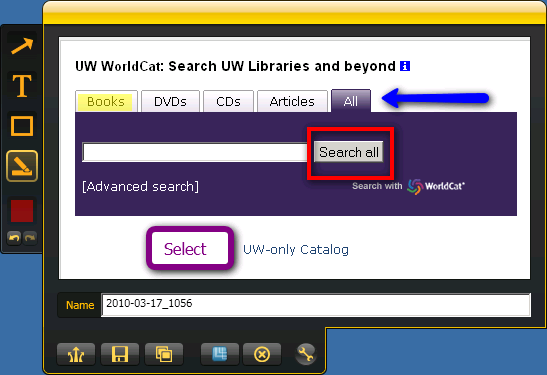


1. When you click the Capture Key, you will notice that your screen will turn grey and a set of yellow crosshairs will appear. Without clicking on your mouse, move your mouse around to get a feel for how the crosshairs automatically "select" areas of your screen. You may select a browser window or a specific area of the screen. When you know the area that you'd like to record, move the mouse to the upper left hand spot that you'd like to record, left-click your mouse, and, holding the mouse down, drag your mouse down to the left and release the mouse button when you have finished selecting the right area. This might take some practice (you can click "X" to cancel if you've selected the wrong area).

If you will be sharing your screencapture with someone else (sending a link to the screencapture in an email or uploading to the Libraries' site, for instance) keep in mind that the size of what you are recording is important. If you plan on emailing the screencast to someone, their computer monitor may be smaller in size than your own. To avoid having them scroll to view the entire video, keep the size of what you record as small as possible while still including the parts of the screen that will help the screencapture "make sense" visually.   
It is a good practice (and required if you plan on publishing the screencapture to the Libraries' site) to use a 4:3 aspect ratio (ratio of width of height of what you are recording). It is recommended that you record at 640x480 or 800x600. You may do this by pressing the control key while you are dragging the mouse to select the area you would like to record. Guides for 640x480 and 800x600 will appear, making it easy for you to choose the correct resolution. After you have finished selecting the area that you'd like to record, click Capture Image (Polaroid icon) or Capture Video (film icon).

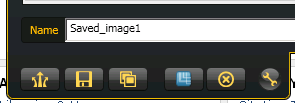


# REcord & Save an image

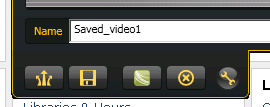
1. **Capturing Image** – If you are interested in capturing a still image rather than a video, select **Capture Image**. A preview window will appear in which you may rename the image you have captured. A tool bar on the left hand side of your capture will appear. You may add an arrow, text box, frame, or highlighter to your screencapture. Once you are done adding features, you have the option of hosting your image on screencast.com or saving it to your computer, copying the image.

*Upload to screencast.com*

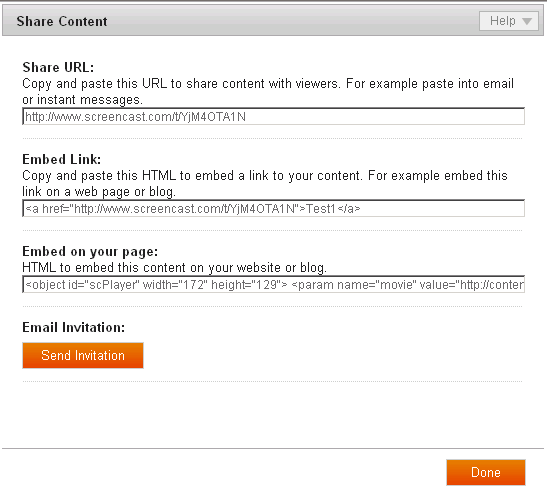
*Save to computer*

1. **Saving an Image** – You have many ways to save and access your screencaptured image:
   1. Upload it to Screencast.com which will give you a link to the file which you may share easily with students and colleagues.
   2. Save the file to your computer.
   3. Copy the image and then paste it into a document.

# Record & save a video

1. **Capturing Video** – If you would like to capture a video rather than a still image, select **Capture Video**. A countdown will begin immediately and then begin recording. If you want video but no audio, select the microphone button to mute the audio. If you would like to include audio in your capture, make sure you have a microphone setup, and that the phrase “Mic On” is displayed during the countdown to begin recording. If you find it difficult to record your entire video in one shot, take advantage of the pause button that will allow you to break it up into more manageable pieces. Jing will allow you to record up to a 5 minute video. Once you stop the recording you have multiple ways to save the file.
2. Saving a Video– The options for saving a video are similar saving an image.
3. If you would like to get a short link that you may use to share the capture, use Screencast.com
4. Save the video to your computer

# How to access your screencapture from screencast.com

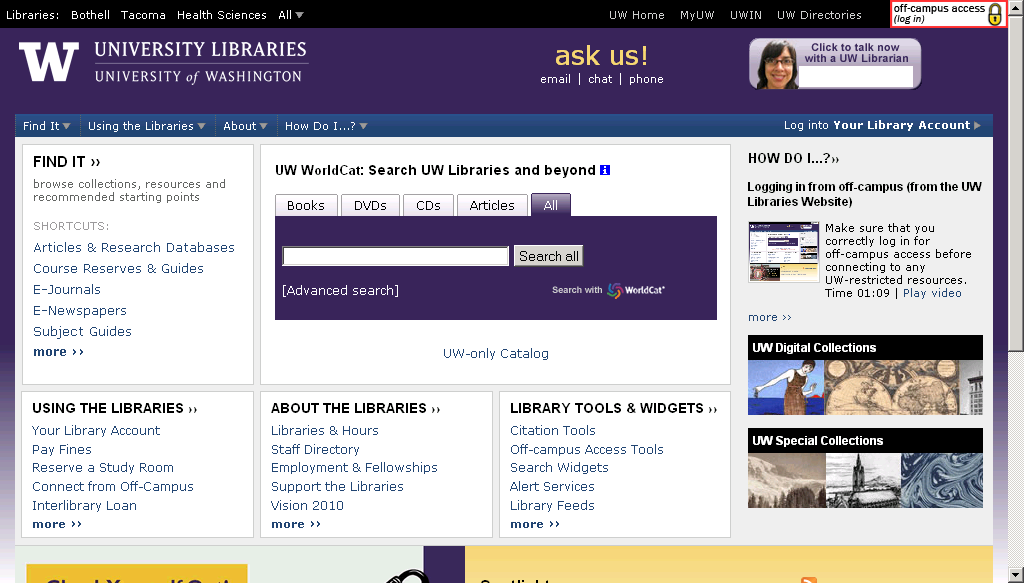
1. **Accessing your image or video from Screencast.com** – Access images or videos you have uploaded to Screencast.com by going to the website **www.screencast.com**, logging in with your email and password, and then viewing your library.
2. **Screencast options**—
3. Select **View** if you simply want to take a look at the file
4. Select **Edit** if you want to edit the metadata about the file which include title, description, keywords, or author
5. If you would like to share the screencapture, select **Share** and decide how you want the file to be accessed. You have the choice of sharing the URL, embedding the link into a webpage, or inviting students or colleagues to view the file. You have 2GB total of free storage available through Screencast.com.

# how these can be edited using camtasia

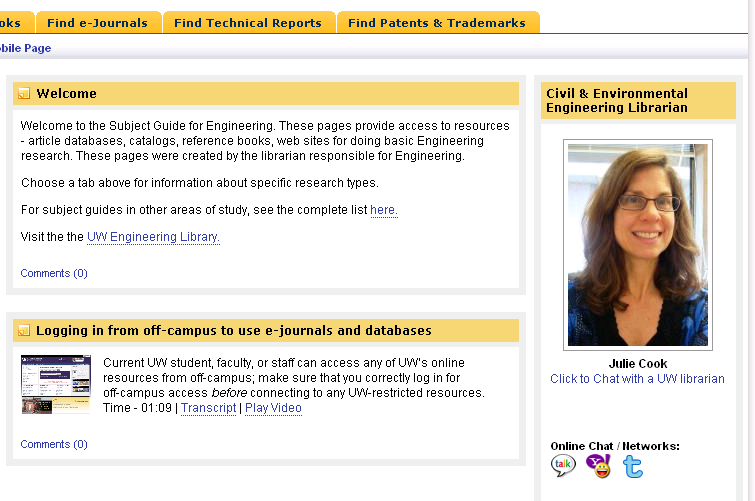
1. **Editing Tutorials Using Camtasia** – Contact Verletta Kern if you have an image, series of images, or a video that you would like to add audio to or edit in some way. Please view the tutorials on the *How Do I* page from the UW Libraries website to see the possibilities for your tutorial.

# ways to use/share your tutorial

1. **Use in reference transactions –**If a reference question is best explained visually, you may create a screencast on the spot or at a later time and share the link with a patron via chat or email. Screencasting really benefits visual learners!
2. **Share with Colleagues Via Chat or Email –** Use a screencast to share instructions with a colleague during an online meeting by sending the link from Screencast.com.
3. **Post on the UW Libraries *How Do I* page or UW Libraries YouTube page –** You may post your tutorial on the UW Libraries *How Do I* tutorial page. More information is below in the *Publishing Your Tutorial on the How Do I Page or LibGuides* section.

****

1. **Embed in LibGuides -** You may embed a tutorial on your LibGuide. See more information below in the *Publishing Your Tutorial on the How Do I Page or LibGuides* section.

****

# publishing your tutorial on the how do i page or libguides

1. **Publishing on *How Do I* Page** – If you have a Jing or Camtasia produced tutorial, consider publishing this tutorial on the *UW Libraries How Do I* tutorial page and on the UW Libraries YouTube page.
2. First talk to Verletta Kern ([vkern@u.washington.edu](mailto:vkern@u.washington.edu)) or Christine Tawatao ([tawataoc@u.washington.edu](mailto:tawataoc@u.washington.edu)) about branding the video as UW, producing the video in the correct file format, and the best place for accessing the video and script.
3. Christine will upload the video to the UW Libraries website.
4. **Publishing on LibGuides** – Once the video is uploaded on the *How Do I* page, you or anyone else can embed your tutorial into a LibGuide using the “embed video/audio” box type. Talk to Christine Tawatao or Verletta Kern if you have questions about this process.